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CS 205: Computer Literacy and Office Automation

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Course Syllabus

****Before each lecture, read the assigned material listed on the following pages. After the lecture, do the assignment. Follow the instructions in the assigned exercises as well as the additions/deletions in this syllabus. The starter files needed for some of the assignments can be found on WebCT in the Assignment Tool or in the lab in U:/Student Data Files.**

For full credit, assignments are due as scheduled. You will need supporting documentation for due date extensions. After each topic test, related late assignments will be drop one letter grade each additional class period. After noon, June 3, late assignments will have no point value but will count for the required 60% completion requirement (See page 8 of syllabus). Assignments and Due Dates are subject to change.

No Assignments will be accepted for points after Noon, June 3.

NP – New Perspectives Microsoft Office 2007 Windows XP Edition.

CS205 LECTURE TOPICS & ASSIGNMENTS	ASSIGNMENT OVERVIEW CHECK DETAILS ON NEXT PAGES	LECTURE DATE	ASSIGNM DUE	SCORE / MAX
NP Chap 1	Essential Computer Concepts	3/30	none	
File Management (FM)	In-class exercise	4/1	4/1	/10
Excel Tut 1 (EX 1)	Practice Review, EX 48-49	4/3	4/8	/10
Excel Tut 2 (EX 2)	Case Problem 1, p. EX104-106	4/6	4/8	/10
Excel Tut 3 (EX3)	Details Excel Assign 3, syll p 3-4	4/8-10	4/13	/10
Excel Tut 4 (EX 4)	Review Assign, p. EX 207-208	4/13	4/15	/10
Excel Extra Credit*	See syllabus p. 4-5			/10
Excel Test	Whole period	4/17	4/17	/75
Word Tut 3 (WD 1)	Practice Review, pg WD 139-139	4/20-22	4/24	/10
Word Tut 4 (WD 2)	In-class exercise	4/24	4/24	/10
Word Test	Short test	4/27	4/27	/25
Hardware /Storage (HW)	In-class checkpoint	4/29	4/29	/10
Software /OS /Internet (SW)	In-class checkpoint	5/1	5/1	/10
Internet(NET)	See pg 6, Getting Most of Internet	5/4	5/6	/10
How to Buy a Computer(BUY)	See details in syllabus		5/11	/10
Security (SEC)	In-class checkpoint	5/6	5/6	/10
Test Computer Concepts	All except Excel and Word	5/8	5/8	/70
Access Tut 1 (AC 1)	Case Problem 4, p AC 41- 43	5/11	5/13	/10
Access Tut 2 (AC 2)	Case Problem 4, p. AC 96-97	5/13	5/15	/10
Access Tut 3 (AC 3)	Case Problem 4, p. AC150-151	5/15-18	5/20	/10
Access Tut 4 (AC 4)	Case Problem 4, p. AC195-197	5/20	5/22	/10
Access Test	Whole period test	5/27	5/27	/60
PowerPoint Tut 1 & 2	Customized Assignment, see pg 7	5/29-6/1	6/3	/10
PowerPoint Test	Short test	6/3	6/3	/25
Integration 3	In-class exercise, p. TBA	6/5	6/5	/10

***Check following pages in syllabus for detailed assignment instructions.**

**** For extra credit points to be recorded in each of the modules, you must have completed all required assignments within that module.***

Assignment Details

Day 1 - Essential Computer Concepts: Read NP Essential Computer Concepts, p. NP EC 2-34.

Day 2- NP File Management: Read NP Managing Your Files, p. FM 2-FM 19.

Do: An in-class file management exercise, materials provided before class. Submit the completed folder assignment to Web CT, File Management Tool. Don't forget to submit after upload.

General Instructions for the Following Exercises

For Printed Class Assignments enter your name, the assignment ID and class section number so your work can be identified. Always save assignments on your own storage medium. Follow instructions in the exercise and check for additional syllabus instructions. For mode of submission for a specific assignment, check the syllabus, you will either:

1. print the assignment if instructed and put it in the IN-BOX on the front table and/or
2. submit to WebCT (upload a completed/saved and closed file and click submit)
3. The PowerPoint assignment can be checked and graded in class or submitted on WebCT.

Starting with the Excel/Word module, a header and footer will be required for assignments. Follow instructions in the exercises OR for the header - the date (left aligned), the assignment description (centered), and your name (right aligned). The footer - your class section number and page number if applicable. For multiple page assignments, staple all relevant materials into one packet. If instructions conflict, follow exercise instructions first, then add info for our requirements.

Many assignments require a starter file. Most can be found in U:\Student Data Files and/or uploaded in WebCT in the Assignments Tool. **When downloading from WebCT, save the file on your permanent storage device before opening it.** Complete the assignment, save and close the file, and then upload the completed file to appropriate Assignment in WebCT. **After uploading, submit your file.** If you have questions, get help.

Even if not announced during class, you will be responsible for the reading assignments listed.

Excel/Word Module

(EX1) Excel Assignment 1: Read Excel Tutorial 1, Getting Started with Excel, p. EX 1-EX 47

Do: Practice Review Assignment, EX48-49. Add a header and footer with date, assignment ID, your name, and class section number. Adjust print settings to print one full page showing values and one full page showing formulas. Do not print the Documentation page. Staple and submit in In-Box. *This Excel Assignment will not be accepted without a "formula printout"*. Upload completed file to WebCT and submit.

(EX2) Excel Assignment 2: Read Excel Tutorial 2-Formatting a Workbook, p. EX 57-EX 101.

Do: Case Problem 1, p. EX 104-106. Do not print this assignment. Upload the completed file in WebCT and click submit.

(EX3) Excel Assignment 3: Read Working with Formulas and Functions, Tutorial 3, p. 113-151.

Do: Case Sonic Payroll - Instructions follow. Starter Data File needed for this Exercise is Sonic Payroll.xlsx located in the Assignments section for Excel Assignment 3.

Sonic Sounds. Jeff Smith manages the payroll at Sonic Sounds. He has asked you for help in setting up an Excel Worksheet to store payroll information. The Payroll contains three elements: each employee's (salary, 401(k) contribution, and health insurance cost. The company's 401(k) contribution is 3.5% of an employee's salary for those who have worked for the company at least one year; otherwise, the company's contribution is zero. Sonic Sounds also supports two health insurance plans: Premier and Standard. The cost of the Premier plan is 6,500, and the cost of the standard plan is \$6,000. The workbook has already been set up for you. Your job is to enter the formulas to calculate the 401(k) contributions and health insurance costs for each employee. Following is a representation of part of the worksheet before the revisions in step 8 of this exercise.

A

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C

D

E

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Payroll Information

Today's Date

6/1/2009

Health Plans Costs	Premier	\$6,500	401(k) Costs	3.5%
	Standard	\$6,000		

Total Salaries	\$1,551,500
Total 401(k) Contributions	\$46,095
Total Health Insurance	\$206,000

Employee Last Name	First Name	Date Hired	Years Worked	Salary	Health Plan	401(k) Contrib	Health Insurance
Abbot	Sharron	2/28/2005	4.26	\$50,000	Premier	\$1,750	\$6,500
Anderson	Kelli	12/31/1996	12.42	\$65,000	Premier	\$2,275	\$6,500
Baker	John	12/31/2007	1.42	\$22,500	Standard	\$788	\$6,000
Clausen	Briana	6/1/2002	7.01	\$41,000	Standard	\$1,435	\$6,000
Czechiski	Kevin	4/30/2003	6.09	\$43,000	Standard	\$1,505	\$6,000
Dawes	Ajstin	1/31/2005	4.33	\$21,500	Standard	\$753	\$6,000
Dearborn	Robert	4/30/1989	20.10	\$81,000	Premier	\$2,835	\$6,500
Derks	Steven	3/31/2009	0.17	\$39,000	Standard	\$0	\$6,000
Eagleton	Meredith	3/31/2009	0.17	\$39,000	Standard	\$0	\$6,000
Evans	Nathan	5/1/2006	3.09	\$41,500	Premier	\$1,453	\$6,500
Fawkes	Laura	11/30/2003	5.51	\$49,500	Premier	\$1,733	\$6,500
Freeborn	Paul	7/31/1997	11.84	\$61,500	Premier	\$2,153	\$6,500
Gregson	Ben	7/31/1999	9.84	\$65,000	Premier	\$2,275	\$6,500
Hadyen	Anthony	6/30/2001	7.93	\$52,500	Standard	\$1,838	\$6,000
Holloway	Krista	8/31/2008	0.75	\$38,000	Standard	\$0	\$6,000
Igu	Brandon	4/30/2009	0.09	\$44,500	Standard	\$0	\$6,000
Iannart	Jeremy	9/30/2007	1.67	\$41,500	Premier	\$1,453	\$6,500

Documentation

Payroll

To complete this task:

1. Download the **Sonic Payroll.xlsx** workbook located in Excel Assignment 3 in WebCT, and then save the file to your flash drive as **Sonic Payroll Completed.xlsx**. Open the file from your flash drive.
2. In the **Documentation** sheet, enter your name and then the date using the **Today()** function.
3. Switch to the Payroll worksheet. In cell A3, enter your name.
4. In Cell D13, enter a formula to calculate the number of years the first employee has worked at Sonic Sounds. Formula: 'current' date in cell B2 minus the date hired in cell C13 divide by 365, the number of days in a year. Use an absolute reference for cell B2. For the purposes of this exercise, do not try to account for leap years.

5. Use Auto Fill (fill handle) to calculate the number of years the remaining employees in the table have worked for the company.
6. In the cell G13, enter a formula to calculate the 401(k) contributions for the first employee. The formula should determine if the number of years employed is greater than or equal to 1, then the contribution is equal to the contribution percentage in cell H4 multiplied by the employee's salary; otherwise, the contribution is zero. (This needs an If function). Use autofill to copy the formula down the column.
7. In the range H13, enter a formula to calculate the health insurance cost for the first employee by testing whether the name of the employee's plan is equal to the name of the health plan in cell B4. If it is, then the cost of the health plan is equal to the value in cell C4; otherwise, the cost is equal to the value of the cell C5. Use autofill to copy the if function down the column.
8. In the range B7:B9, enter the formulas to calculate the total salaries, 401(k) contributions, and health insurance costs.
9. Rework the analysis, assuming that the cost of the Premier plan has risen to \$6,600 and the cost of the Standard plan has risen to \$6,200.
10. Add a header and footer including name, section, assignment ID, current date and save your changes to the workbook. Save and upload the completed file in the Excel Assignment 3 in WebCT . Don't forget to submit.

(EX4) Excel Assignment 4: Read Working with Charts and Graphics, p. EX 161-206.

Do: Review Assign, P. EX 207-208 using Crockett.xlsx. ****Change:** In step 16, change chart title from Crockett to your last name. Omit step 17. **Do not print.** Put header and footer on sheets, save and submit the file to WebCT.

Excel Extra Credit: (10 Points available only to students who have successfully (min points 7/10) completed Excel assignments 1, 2, 3 and 4.)

Create a worksheet and chart using the following scenario:

Ester's Sweet Shop is open all year, but most of the shop's sales revolves around four holidays: Valentine's Day (20,000 pounds of candy), Easter (13,000 pounds of candy), Halloween (15,000 pounds of candy), and Christmas, (17,000 pounds of candy). On and around these holidays, 33% of the stores' output is Chocolate Creams, 27% is Gummy Bears, 18% is Jelly Beans, and the remaining 22% is Mints. The Chocolate Creams sell for \$4.50 per pound, the Gummy Bears for \$2.75 per pound, the Jelly Beans for 2.50 per pound, and the Mints for \$1.75 per pound. Ester's management is considering revising its production figures.

They have asked you to create a worksheet they can use in making this decision. The worksheet should show the total number of pounds of each candy ordered for each holiday, total candy ordered for the four holidays, potential dollar sales from each type of candy and for each holiday, and a grand total . Include an appropriate chart illustrating annual potential dollar sales for each candy type. Use your creativity to format the sheet and select the chart type of your choice. Ask for help with the layout if you have problems.

1. Design the layout of the sheet so it will clearly identify the goals. It should present the information in a clear, well-organized format and include all the data necessary to produce the results that address the goals in the scenario. (see NP pp EX8-9 Developing a Worksheet)
2. Put the chart on its own sheet. (continued)
3. ****Your worksheet must have an assumptions block with two sets of variable values (percents and price) which are referenced in the formulas. Do not use constant values in formulas, reference the values in the assumptions block.**
4. ****You must use relative and absolute references as needed for copying formulas. (continued)**
5. Add a header on all sheets: the date (left), assignment ID (centered), your name (right aligned).
6. Add a footer with page number centered. Submit the completed file to WebCT.

(WD1) Word Assignment 1: Read NP Tutorial 3, Creating a Multiple-Page Report, p. WP 97-137

Do: Review Assignment, pg WD 139-139. You will not print this assignment. When finished, save, close and upload the completed file to WebCT. Don't forget to submit.

(WD2) Word Assignment 2: Read NP Understanding the Merge Process, p. NP 176-187

Do: This will be an in-class assignment that you will submit at the end of class. Only students with a documented absence will have a make-up exercise.

Hardware and Storage: Read NP Essential Computer Concepts and review the Hardware and Storage PowerPoint file and keywords.

Do: A Checkpoint sheet will be available in class. During lecture, fill in the blanks using the lecture material and the PowerPoint presentation as the information source. At the end of class, put your name on the sheet and submit to the In-Box as an assignment. Later submissions lose points. Use graded sheets to study.

Software & OS: Read NP Essential Computer Concepts and review the Software / OS PowerPoint file and keywords.

Do: A Checkpoint sheet will be available in class. During lecture, fill in the blanks using the lecture material and the PowerPoint presentation as the information source. At the end of class, put your name on the sheet and submit to the In-Box as an assignment. Later submissions lose points. Pick up the graded sheets and use as a study guide for the Concepts test.

Concepts Buying a Computer

Do: Buying a Computer – Determine your computing needs. Select a desktop or laptop.

For laptops- go to www.find.pcworld.com/article/125647/article.html.

For desktops, go to www.find.pcworld.com/article/125649-1/article.html . (Click on Specs Explained)

This is a computer magazine publisher site and should be unbiased. Read the material, and then reword the material (in outline format) in a one page report describing your computer needs and what you would select for a computer purchase. Use the recommendations you get from this website as well as the information you learned in class. Address the following issues, number your responses to correspond to the list below and defend your choices:

1. What are your professional needs, goals, hobbies, etc
2. Desktop or laptop (the laptop article is a better article)
3. Processor type and speed
4. Memory type and amount
5. Permanent storage (hard drive and removable (CD, DVD, flash, etc.) drives, types, sizes, capability, etc
6. Graphics and display
7. Communications, Software and tech support.

Add a header and footer and submit to WebCT.

Internet Assignments: Read NP Internet Browser - E-mail Basics, pages BEB 1- BEB 29 and review the Internet PowerPoint file and key words.

Do: Getting the Most Out of the Internet.

Do this assignment in 320 Oelman or at home. You can use your own headphones or borrow a set in the lab. To borrow, submit your WSU ID as collateral. You must complete the exercise in one computing session. The exercise cannot be saved for future completion. Allow approximately one hour to complete. Access the Course Technology website:

1. Go to [Http://login.course.com](http://login.course.com)

2. Click on “New User Registration”, register by filling out all required fields using your full name as user ID.
3. Click on “Continue”. Once you register, subsequent visits need only your User ID and password. Don’t forget them.
4. Check the box next to “Discovering Computers 2006 Second Edition Companion Web Site.”
5. Click “Submit” at bottom right-hand corner.
6. Click on “Discovering Computers 2006 Second Edition Companion Web Site” and this should take you to the site. Several “Discovering Computers ...” options will take you to the same location.
7. Select “The Internet and World Wide Web”, then in the left panel select “Student Edition Labs 2”
8. Click the arrow in front of “Getting the Most Out of the Internet”. Several categories should display.
9. Complete each category except Travel, do the Intro, Observe and Review. Review will test your understanding. Do not print until you complete all categories assigned. Practice is optional. In the Observe phase, click the **play all** button to view all info. You can repeat the exercise.
10. When you have completed all sections, print all your results, staple and put in In-Box.

Computer Security: Reading assignment – In WebCT and on reserve in the library is a packet/file named CS205 – Security. Read that material and review the Security PowerPoint file and the key words in WebCT.

Do: Security Assignment - A Checkpoint sheet will be available in class. During lecture, fill in the blanks using the lecture and the reserve material as the information source. At the end of class, put your name on the sheet and submit to the In-Box as an assignment. Late – lose points.

Concepts Test: Will include Chapter 1 Computer Basics PPT and Text material, File management, Hardware, Storage, Software, Internet, Security. Study text assignments, Check-point sheets, and PowerPoints on these topics.

Access/PowerPoint Module

(AC1) Access 1: Read Access Tutorial 1, Creating a Database, p. AC 1-AC 35.

Do: Case Problem 4, GEM Ultimate Vacations, p. AC 41-43. Starter data file needed is in the Access Assignment 1 of WebCT or on U:\CS205\Student Data Files. Copy this file to your removable storage. Follow instructions in your text. ****Add to instruction 10:** find record 12, change the name of Maddie Roux to your name, and then follow the instructions to print only that record in forms view. Place printout in in-box on front table. Continue instructions in book. When finished, close the file and upload the completed file to Access Assignment 1 in WebCT and submit. You will develop this file for Access Assignment 1, 2, 3, and 4.

(AC2) Access Assignment 2: Read Tutorial 2, Building a Database and Defining Table Relationships, p. AC 45-AC 87.

Do: Case Problem 4, p. AC 96-AC 97. You will continue developing the file from Tutorial 1. If you have problems defining the one-to-many relationships, get help in class. When you have completed all 16 instructions, upload the file to Access Assignment 2 in WebCT and click submit.

(AC3) Access Assignment 3: Read Tutorial 3, Maintaining and Querying a Database, p. AC 99-AC 143.

Do: Case Problem 4, p. AC 150-AC 151. Close your Access file, upload to WebCT and submit.

(AC4) Access Assignment 4: Read Tutorial 4, Creating Forms and Reports, p. AC153-AC 188.

Do: Case Problem 4, P. AC 195-AC197. Do not print any of this assignment. When all steps are completed, close the file, upload to WebCT and submit.

PowerPoint Assignment 1: Read PowerPoint Tutorials 1 and 2.

Do: Create a new presentation with the title, The 10 Most Important Things in Life. Any other topic will not be considered for points.

1. On the title slide, enter your name as author.
2. Your presentation should have at least 10 slides, one title, 2 with text and either pictures or clipart, one with a table, one with 2column bulleted list, one with a shape, one with smartart, and a closing slide as discussed in class. Use your tutorial as a guide.
3. Select the design theme of your choice.
4. Add the same picture or clipart to all slides using the slide master.
5. Use three levels of bullets correctly in at least three different places.
6. In the footer of each slide enter your name, date, and section number.
7. Apply a second theme to one slide only.
8. Animation will be discussed in class. Your presentation must show slide transition and progressive disclosure on all slides. .
9. Remember the 6X6 Rule.
10. Do not print this presentation. You can have the presentation graded in class or submit to WebCT.

Integration: TBA

This will be an in-class assignment.

Course Grading and Evaluation (Percentages subject to change):

Each module includes assignments to check and reinforce your understanding of the course curriculum. Each assignment has a due date and will be turned on that date in order to receive full credit. Assignments, turned in after the topic test, will drop a letter grade each additional class period unless prior arrangements were made. No points will be awarded after two weeks following the topic test. All assignments should be turned in – even if late - to satisfy the 60% assignment completion requirement for each module of study.

Please collect and keep all graded assignments for your records.

Tests **MUST** be taken at the scheduled times. **Make-up exams** will only be given in the event of extreme, documented circumstances or prior notification. My e-mail address is ann.tirpack@wright.edu; my home phone is (937) 426-8909. You must notify me on or before the test day if you are unable to attend a test! Make-up tests will automatically drop one letter grade unless documentation is provided.

There will be five tests and several pop quizzes. The tests will be on-line and/or on paper. You will access the on-line tests/assignments in WebCT from our lab, a WSU user ID and password will be required.

Approximate Score Weights

Test1 & 2 –Excel and Word	23%
Test 3 –Computer Concepts	14 %
Test 4 & 5 - Access & PowerPoint	23 %
Assignments/Projects	40 %

Tentative Grading Scale:

90 -100 %	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
59 % and below	F

****Late assignments will be penalized; no assignments will be accepted for after June 3!**

****To pass the course you must complete a minimum of 60% of the assignments for each module with a passing score and take the corresponding tests**

****Please have your photo ID available if requested before taking an exam or quiz.**

****A quarter grade of incomplete will be awarded only in extreme, documented circumstances.**

**** Your recorded grades and syllabus can be viewed during the quarter from any computer location on WebCT at <http://wisdom.wright.edu> or through wings.wright.edu**

320 Oelman OPEN LAB HOURS: There will be some open lab time during class for you to work on assignments. Additional lab hours have been scheduled in this lab with a TA available for assistance. See the schedule below. You can also visit the labs in the library annex or 152C Russ. You are welcome to work on assignments in 320 Oelman on Mon, Wed and Fri 7:30 AM to 12:30 PM during my classes (excluding your regular lecture time and exam days).

Open Lab Times in 320 Oelman with a trained TA to help you

MW	12:30 - 1:30 PM
MW	4:00 - 5:45 PM
Sunday	11:00 - 1:00- flexible on times

******Subject to change**

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A flash drive is also required to store and transport assignments and other necessary files.